



# Web Enabled Safety System



**WESS**

**Module 2-  
C**

**Forget Your  
Password?**




# Forgotten Your Password?

On the WESS Main Login screen, two User Activities are displayed



Click on "Reset/  
Forgot  
Password" to  
reset it.

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**






**Activities**

User Name

Password

[Request New Account](#)  
[Reset/Forgot Password](#)

**WESS Beta Test Version #: 1.1.24**

 **Web Enabled Safety System**  


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This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.


Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564)



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**Activities**

 [Return Home](#)

**Enter User ID and Email Address**

User ID


Official Email Address

A User ID screen will be displayed, asking for your email address.



# Validating Your User Identification

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 **WESS**  
Naval Safety Center

Activities  
[Return Home](#)

**Enter User ID and Email Address**

User ID

Official Email Address


[Help](#) [Back](#) [Next](#)

Enter your User ID and official email address.

Click "Next"

The Challenge question you selected during account setup will display. Enter the correct answer.

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Activities  
[Return Home](#)

What is the city of your birth?  
Your Answer:

[Help](#) [Back](#) [Next](#)

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[Return Home](#)

**Forgot Password Request**

**Forgot Password Request Success. Check Email for further instructions!**

[Help](#) [Continue](#)

WESS will display a notice when the Password reset request is complete,




# Notification of Password Reset

WESS Information - Do Not Reply - Message (HTML)


File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: NRFK\_SAFE\_WESSAdmin Sent: Mon 6/21/2004 8:58 AM  
To: Almond, Charles M NAVSAFECEN  
Cc:  
Subject: WESS Information - Do Not Reply



**DEPARTMENT OF THE NAVY**  
NAVAL SAFETY CENTER  
375 A STREET  
NORFOLK, VIRGINIA 23511-4399



**From:** Naval Safety Center, Norfolk  
**To:** Charles Almond  
**Subject:** User Account Password Reset Notification

Charles, your WESS account password has been reset. The password has been set to:

**7pY2nV9g**

Please note this is a temporary password and is valid for only one day. If you don't change the password within 24 hours, it will expire.

**Please log in to the Naval Safety Center's WESS site to reset your account with your own password.** Your password must adhere to the following rules:

- must be at least 8 characters in length
- must contain at least one upper case character
- must contain at least one lower case character
- must contain at least one numeric character
- must contain at least one special character

**The Naval Safety Center**

WESS will process the Password Reset and will send a Notification to you **by email.**

A sample is shown at left and will contain a new **Temporary Password.**

User Tip: Highlight & Copy the Temporary Password to facilitate your next Login.




# Login and Password Reset

To Login,  
enter your  
User Name &  
Temporary  
Password

Click "Login".

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Activities



User Name

Password

[Request New Account](#)

[Reset/Forgot Password](#)


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Safety System** **WESS** 


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 [Maintain Account](#)

**Password Expiring for "User's Name"** [Help](#)

Password Expires: Tue Jun 22 08:58:29 EDT 2004  
Select the Yes button to update.

On Login, a screen will appear indicating that your **Temporary Password will expire** on a date and time. The Temporary Password is only valid for 24 hours, as indicated in the email notification. Click **"Yes"** to Change the Password to one of your choosing.

# Selecting a New Password

**Change Password for User Account "User's Name"** [Help](#)

Password may only be changed once within a 24-hour period.

Entry Note: Valid Passwords must have a minimum length of 9 characters, contain at least two upper case letters, at least two lower case letters, at least two numeric characters, and at least two special characters, i.e., [!@#\$%^&\*0\_~\|/{}~",.<.>^?]

Note: Once you have changed your password, you will be logged out for security purposes.

Enter Old Password:

Enter New Password:

Verify New Password:

\* Indicates required field must be entered before moving to next screen

**CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.**

First enter your Temporary Password and then enter a new one and verify it.

Then Click the "Submit" button.

Remember that the Password must meet the following rules:

The New Password must contain at least 9 characters, at least two capital letters, at least two lower case letters, at least two numbers and at least two "special" characters, e.g. ! @ # \$ % &, etc.



# Successful Login



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## Your Existing Reports - "User's Name"

<u>Drafts</u>		<u>Endorsement Needed</u>
<input type="button" value="Delete"/>	Serl# Date Description	Serl# Date Description
<u>Approval Needed</u> Serl# Date Description		
<u>Release Pending</u> Serl# Date Description		
<u>Release Action Needed</u> Serl# Date Description		

**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Feedback Form](#)
- [Return home](#)
- [JReports](#)
- [Logout](#)

WESS will now open the Main User Environment Screen.

You may log-out now, if you wish, or proceed with WESS data entry.



# Navigating the User Environment

To learn about the WESS User Environment and How to  
Navigate the Mishap Report,

[Continue to Module 2-D](#)



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